



Registered Office: Roxburgh House, 102-112 Roxburgh Street, Greenock, PA15 4JT

Job Applicant Privacy Notice

This notice applies to individuals who apply for a job with River Clyde Homes.

River Clyde Homes is the controller in respect of personal information processed in relation to applications for employment with River Clyde Homes.

This privacy notice explains how we will collect and use your personal information in the context of your application to work for us and your rights in relation to your personal information.

We are committed to protecting the privacy and security of your personal information.

How will we use your information?

We'll use all the information you provide during the recruitment process to progress your application with a view to offering you an employment contract with us, or to fulfil legal or regulatory requirements if necessary.

We will not share any of the information you provide with any third parties for marketing purposes.

We'll use the contact details you give us to contact you to progress your application. We'll use the other information you provide to assess your suitability for the role.

The legal basis we rely on for processing your personal data is article 6(1)(b) of the GDPR, which relates to processing necessary to perform a contract or to take steps at your request, before entering a contract. The legal basis we rely on to process any information you provide as part of your application which is special category data, such as health, religious or ethnic information is article 9(2)(b) of the GDPR, which also relates to our obligations in employment and the safeguarding of your fundamental rights and article 9(2)(h) for assessing your work capacity as an employee. And Schedule 1 part 1(1) and (2)(a) and (b) of the DPA2018 which relates to processing for employment, the assessment of your working capacity and preventative or occupational medicine.

What Information do we process about you?

At the application stage we ask for:

- your personal details including name, address and contact details (email address and telephone number);
- details of your qualifications, skills, experience and work history, including start and end dates with previous employers and workplaces;
- answers to questions relevant to the role;
- equal opportunities information.

At the selection stage:

- We may ask you to participate in assessment days; complete tests or occupational personality profile questionnaires; attend an interview; or a combination of these. Information will be generated by you and by us. For example, you might complete a written test or we might take interview notes. This information is held by us.
- We will ask you to provide proof of your identity and your qualifications – we'll take copies of this information.

If you are made a conditional offer of employment:

We'll ask you for information so that we can carry out pre-employment checks. You must successfully complete pre-employment checks to progress to a final offer. We must confirm the identity of our staff and their right to work in the United Kingdom, and seek assurance as to their trustworthiness, integrity and reliability.

You will be asked to complete a criminal records declaration to declare any unspent convictions. This information will then be checked with Basic Disclosure check via Disclosure Scotland, which will verify your declaration of unspent convictions. Some roles may require a higher level of disclosure or a PVG check; where this is required for a position it will be stated on the advert and/or role profile.

We'll contact your referees, using the details you provide in your application, to obtain references.

We'll also ask you to complete a questionnaire about your health to establish your fitness to work.

If you are made a final offer of employment:

Upon satisfactory completion of pre-employment checks we will make you a final offer of employment. At this stage we'll ask you for:

- bank details – to process salary payments;
- emergency contacts details – so we know who to contact in case you have an emergency at work;
- National insurance number, date of birth and information relating to any student loan you may have had – so that we can make appropriate tax and student loan deductions.

If you do not wish to provide your personal data

If you do not provide the information requested at the application stage to assess your suitability for the role, this may affect your application.

Equal opportunity information is not mandatory; if you do not provide it, it will not affect your application.

Certain information, evidence of your right to work in the UK and payment details, have to be provided to enable the organisation to enter into a contract of employment with you. If you do not provide other information, this will hinder the organisation's ability to administer the rights and obligations, arising as a result of the employment relationship, efficiently.

Automated Decision Making

We do not take any recruitment and selection related decisions based on automated processing.

How we make decisions about recruitment

Final recruitment decisions are made by hiring managers and members of our HR team. We take account of all the information gathered during the application process.

You can ask about decisions on your application by speaking to your contact in our HR team or by emailing recruitment@riverclydehomes.org.uk .

Who might we share your information with?

We'll contact your referees, using the details you provide in your application, to obtain references.

We use Inverclyde Physiotherapy Occupational Health Services (IPOHS) to provide our Occupational Health service. The information you provide on the pre-employment health questionnaire will be held by Inverclyde Physiotherapy Occupational Health Services (IPOHS), who will give us a fit to work certificate or a report with recommendations.

For senior vacancies, we sometimes advertise through specialist recruitment agencies. This will be obvious from the job advert and in these instances the recruitment agency will collect and assess the application information initially.

Data Retention

We hold information gathered during our recruitment and selection processes for a period of 6 months after the selection process is concluded.

If you become an employee we will retain your personal information in your personnel file. You will be issued with a Worker Privacy Notice which contains further privacy information relating to your engagement.

Your rights and how to contact us

As a data subject, you have a number of rights, as follows:

- to be informed of the personal data we hold on you;
- to access and obtain a copy of all your personal data on request;
- require the organisation to change incorrect or incomplete personal data;
- require the organisation to delete or stop processing your personal data e.g. where the data is no longer necessary for the purposes; and object to the processing of your data where the organisation does not require to process it;
- to personal data portability;
- to object to the personal data we hold on you; and
- to be informed of automated decisions made in relation to you.

If you have any questions about this privacy notice or would like to exercise any of the above rights, please contact us on DataProtection@riverclydehomes.org.uk

We aim to resolve all queries or concerns internally but you do have the right to complain to the Information Commissioner's Office at any time or to claim compensation, through the courts, if we misuse your information.

The Information Commissioner's Office – Scotland
45 Melville Street, Edinburgh, EH3 7HL
Telephone: 0131 244 9001
Email: Scotland@ico.org.uk